



Maryland Aviation Administration

PERMITS INFORMATION GUIDE



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Preface

The Permits Information Guide is issued and maintained by the Maryland Aviation Administration (MAA), Office of Design and Construction (ODC), Division of Documents and Permits (DDP). The purpose of this document is to provide guidance to Tenants, Engineers, Architects, Contractors and others applying for Building, Single Trade or Installation Permits prior to performing work at Baltimore/Washington International Thurgood Marshall Airport (BWI) or Martin State Airport (MTN).

It is required that all Designers and Architects/Engineers (A/E) performing work at MAA owned and operated airports, comply with the MAA policies, standards, procedures, and construction requirements contained in the current Design Standards and its appendices. The current Design Standard is available to registered users of AIRPortal. All other users can access the Design Standard via the MAA website. See Appendix A for links.

Questions arising from the use of this document should be directed to MAA Permit Coordinator, Division of Documents and Permits, at Tel. 410-859-7796 or MAATIS@bwiairport.com.

This document is intended to be re-issued on a three (3) year cycle. Changes identified during any cycle will be issued as amendments, which will be duly incorporated into the next edition. These amendments will be posted on the MAA website along with the current edition of the Permits Information Guide.

Changes to this new edition include content restructuring which has resulted in the renumbering of Chapters and Sections. In addition, references to web links and other documents have also been updated to reflect changes to those websites and documents.

This document supersedes all previous versions in their entirety and becomes effective immediately.

Document Change Reference Table		
Amendment ID	Description of Change	Effective Date
PG2015-00	New document issued – supersedes all previous versions.	July, 2015

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1 ABBREVIATIONS AND DEFINITIONS

1.1 ABBREVIATIONS

AACDH	Anne Arundel County Department of Health
ACORD	Agent-Company Organization for Research and Development
ASHERA	Asbestos Hazard Emergency Response Act
AHJ	Authority Having Jurisdiction
AIC	Ampere Interrupting Capacity
ALP	Airport Layout Plan
AM	Morning
AMM	AIRMAIL Maryland Inc.
AAN	Approved as Noted
ANSI	American National Standards Institute
AOA	Airport Operations Area
APP	Approved
ASD	Airport Security Division
ASHRAE	American Society of Heating, Refrigerating, and Air Conditioning Engineers
ASRU	Aviation Security Regulatory Unit
ATCT	Airport Traffic Control Tower
AZP	Airport Zoning Permit
BAZA	Board of Airport Zoning Appeals
BFP	Back Flow Preventer
BGE	Baltimore Gas and Electric
Bldg.	Building
BMS	Building Monitoring System
BP	Building Permit
BTUH	British Thermal Units per Hour
BWI Marshall	Baltimore/Washington International Thurgood Marshall Airport
C&R	Correct and Resubmit
CAD	Computer Aided Drafting
CD	Compact Disk
CFR	Code of Federal Register
CHRC	Criminal History Record Check
COMAR	Code of Maryland Regulations
CPR	Cardiopulmonary Resuscitation
DDC	Direct Digital Control
DDP	Division of Documents and Permits
DEC	Division of Environmental Compliance
DLLR	Department of Labor, Licensing and Regulation
DVD	Digital Video Disk
Dwgs	Drawings
DST	MAA Design Standards

E	East
EA	Exhaust Air
EES	Emergency Evacuation System
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FM	Fire Marshal, BWI Marshall Fire and Rescue Department
FMC	Flexible Metallic Conduit
FOD	Foreign Object Debris
FT	Feet
HVAC	Heating Ventilation and Air Conditioning
HVACR	Heating, Ventilation, Air Conditioning, and Refrigeration
IBC	International Building Code
IDF	Intermediate Distribution Frame
IES	Illuminating Engineering Society
IMC	International Mechanical Code
IP	Installation Permit
IPC	International Plumbing Code
IT	Information Technology
JCI	Johnson Controls Inc.
KVA	Kilo Volt Ampere
LEL	Lower Explosive Level
LLC	Limited Liability Company
MA	Mixed Air
MAA	Maryland Aviation Administration
MD	Maryland
MDE	Maryland Department of the Environment
MDOT	Maryland Department of Transportation
MOSH	Maryland Occupation Safety and Health
MSL	Mean Sea Level
MTN	Martin State Airport
N	North
N/A	Not applicable
NAVAID	Navigational Aid
NEC	National Electric Code
NESHAP	National Emission Standards for Hazardous Air Pollutants
NFG	National Fuel Gas Code
NFPA	National Fire Protection Association
No.	Number
NOTAM	Notice to Airmen
OAT	Office of Airport Technology
OFM	Office of the Fire Marshal, BWI Marshall Fire and Rescue Department
OSHA	Occupational Safety and Health Administration
PA	Public Address
PM	Afternoon
PPE	Personal Protective Equipment

PVC	Polyvinyl Chloride
RA	Return Air
S	South
SA	Supply Air
SCBA	Self-Contained Breathing Apparatus
SIDA	Security Identification Display Area
SMACNA	Sheet Metal and Air Conditioning National Association
SPCC	Spill Prevention Control and Countermeasures
SPF	Security Perimeter Fence
Tel.	Telephone
TIA	Tenant Information Advisory
TSA	Transportation Security Administration
UL	Underwriters Laboratory
VAV	Variable Air Volume
VOC	Volatile Organic Compound
W	West

1.2 DEFINITIONS

Term	As Defined By	Definition
Airport Operations Area (AOA)	MAA	The portion of an airport designed and used for landing, taking off or surface maneuvering of airplanes.
Airport Operator	MAA	The Maryland Aviation Administration is the BWI Marshall Airport Operator and is regulated under 49 CFR 1542. The Maryland Aviation Administration holds an FAA Airport Operating Certificate which allows the operation of an airport regularly serving scheduled passenger operations or public charter operations
Airport Security Contractor	MAA	The private company currently under contract to the Maryland Aviation Administration (MAA) providing personnel and equipment to perform all assigned security duties at BWI Marshall.
Airport Security Coordinator	MAA	The Director of the Office of Airport Security serves as the primary contact for all security-related activities and communications with the Transportation Security Administration (TSA).

Term	As Defined By	Definition
Airport Terminal Building	NFPA	A structure used primarily for airport passenger enplaning or departing, including ticket sales, flight information, baggage handling, and other necessary functions in connection with air transport operation. This term includes any extensions and satellite buildings used for passenger handling or aircraft flight service functions. Aircraft loading walkways and mobile lounges are excluded.
Applicant	MAA	A person who has applied for a permit.
Application	MAA	Standard form(s) used to acquire a Building, Installation or Single Trade Permit.
Approved	IBC	Acceptable to the code official or authority having jurisdiction.
Aviation Security Regulatory Unit (ASRU)	MAA	The section within the Transportation Security Administration (TSA) responsible for conducting tests of an Airport's Security Program, including special emphasis assessments and comprehensive assessments of the airport's security posture.
Badge	MAA	BWI Marshall Airport Identification/Access Badge
Building	IBC	Any structure used or intended for supporting or sheltering any use or occupancy.
Building Official	MAA	The officer or other designated authority charged with the administration and enforcement of codes, regulations and design standards, or a duly authorized representative.
Challenge Procedure	MAA	Airport-approved process by which individuals with unescorted access to the Security Identification Display Area (SIDA) or other areas controlled for security purposes verify that other individuals or vehicles present in those areas possess and display the appropriate airport-approved badge.
Commercial Vehicle	MAA	Any vehicle operated in connection with a commercial activity at the airport.
Concessions	MAA	The operation of a business providing goods and services to the public under a lease and concession contract with the MAA, for which the MAA is paid a fee for the privilege of operating such business on or

Term	As Defined By	Definition
		within facilities on State-owned property under the jurisdiction of MAA.
Confined Space	MAA	See Section 6.4.
Construction Documents	IBC	Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit.
Contractor	MAA	The term applies to the Primary Contractor and all Subcontractors engaged by the Primary Contractor working on or within facilities on State-owned property under the jurisdiction of MAA. Although all Subcontractors are equally bound by all security rules, regulations, procedures and requirements in effect at BWI Marshall, the Primary Contractor is responsible for overseeing all Subcontractors and ensuring full compliance with all security rules and regulations for all work performed.
Criminal History Records Check (CHRC)	MAA	A fingerprint based check of an individual's criminal history performed through the FBI's Criminal Fingerprint Database to determine if an individual has been convicted of one of 36 disqualifying crimes in accordance with Public Laws 106-528 and 107-71. This is required of all new applicants for Unescorted Security Identification Display Area (SIDA) Access after December 23, 2000, by Public Law 106-528 and for all Airport Employees having unescorted Security Identification Display Area (SIDA) access by Public Law 107-71.
Escort	MAA	A BWI Marshall badge holder who accompanies one or more non-badge holders into any of the BWI Marshall restricted areas for a legitimate airport business purpose. The term applies to both personnel and vehicles entering the restricted areas. All escort related activity shall fully conform to the procedures established by the ASD under applicable State and federal security rules and regulations.
Escorted Access	MAA	Person(s) authorized to be in the Security Identification Display Area (SIDA) only when properly accompanied by an escort in accordance with the

Term	As Defined By	Definition
		Airport Security Program. Proper escort procedures at BWI Marshall require the badge holder providing the escort to know the individual(s) escorted and that they remain within sight and reasonable speaking distance of those individual(s) while in the Security Identification Display Area (SIDA).
Escortee	MAA	The non-badge holder who seeks to enter any BWI Marshall restricted area under proper escort procedure.
Finaled	MAA	Refers to status of an issued permit meaning that all required inspections by MAA have been satisfactorily completed and the installed work accepted as compliant with the applicable codes.
Hot Work	OSHA	Riveting, welding, flame cutting or other fire or spark-producing operation.
Issued	MAA	Indicates that the permit application has been approved and Applicant may request a preconstruction meeting.
Jurisdiction	IBC	The government unit that has adopted this code under due legislative authority.
Maryland Aviation Administration (MAA)	MAA	The unit within the Maryland Department of Transportation (MDOT) charged with the administration of all Maryland State-owned aviation facilities.
Non-Concession Project	MAA	A project submitted for permit by entity other than MAA's designated Airport Concessionaire (AIRMALL USA)
Occupancy	NFPA	The purpose for which a building or other structure, or part thereof, is used or intended to be used.
Office of Airport Security	MAA	The office within the MAA charged with coordinating and directing all airport security functions at BWI Marshall.
Permit	IBC	An official document or certificate issued by the authority having jurisdiction which authorizes performance of a specified activity.

Term	As Defined By	Definition
Person	IBC	An individual, heir, executor, administrator or assign, and also includes a firm, partnership or corporation, its successors or assigns, or the agent of any of the aforesaid.
Primary Contractor	MAA	The contractor awarded a contract and on whose behalf all Subcontractors will perform work under that contract on or within facilities on State-owned property under the jurisdiction of MAA.
Private Security Contractor (ASD Approved)	MAA	Any appropriately licensed private security contractor that can demonstrate the knowledge, experience, and ability to carry-out security contractor duties within BWI Marshall Restricted Areas as defined below.
Professional Engineer	DLLR	The person licensed by the Maryland Division of Occupational and Professional Licensing, Department of Labor, Licensing and Regulation (DLLR) to practice as a Professional Engineer in Maryland.
Project Security Manager	MAA	The BWI Marshall badge holder having escort authority, designated by the primary contractor to be responsible for overseeing and coordinating the implementation of and compliance with all established security rules, regulations, and procedures; responsible for designating individual Security Liaisons for each work site operating under an MAA contract. The Project Security Manager or an alternate shall be available to respond to the Director of Airport Security, 24 hours per day, 365 days per year for the duration of the contract.
Proposed Design	NFPA	A design developed by a design team and submitted to the authority having jurisdiction for approval.
Public Law 106-528	MAA	An act (Law #528) passed by the 106 th United States Congress on November 23, 2000, titled, "The Airport Security Improvement Act".
Public Law 107-71	MAA	An act (Law #71) passed by the 107 th United States Congress on November 19, 2001, titled, "The Aviation And Transportation Security Act".

Term	As Defined By	Definition
Registered Architect	DLLR	The person shall be licensed by the Maryland Division of Occupational and Professional Licensing, Department of Labor, Licensing and Regulation (DLLR) to practice as a Registered Architect in Maryland,
Registered Design Professional	IBC	An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.
Restricted Area	MAA	Defined as all areas within BWI Marshall that requires an individual possess Unescorted Access Authority prior to gaining entry into these areas. Unescorted Access Authority is defined as authority to be in the Security Identification Display Area (SIDA), or other controlled areas for security purposes. An individual shall possess and properly display a BWI Marshall Badge or approved air carrier identification in order to have unescorted Security Identification Display Area (SIDA) access privileges.
Secured Area	MAA	An area whose access control system meets the requirements specified in 49 CFR 1542.201. This area is also referred to as the Security Identification Display Area Secured (SIDA-Secured). It is made up of the aircraft ramps and loading areas around the main terminal building.
Security Identification Display Area (SIDA)	MAA	Any area identified in the Airport Security Program as requiring each person to continuously display an airport-approved identification badge, unless the person is under an airport-approved escort. The badge shall be displayed face out, above the waist but below the neck and on the outermost garment. At BWI Marshall, the Security Identification Display Area (SIDA) is considered to be everything within the airport's security fence-line.
Security Liaison	MAA	The individual(s) responsible for compliance with security rules and regulations within a specific work site. The Security Liaison may exercise other responsibilities as long as they do not interfere with the monitoring and control of work site security. The

Term	As Defined By	Definition
		Security Liaison must be able to monitor all construction activities from his/her location in order to ensure compliance with security requirements and may control more than one work area within the work site. The individual responsible for security on all work sites under an MAA Contract is the Project Security Manager and is the primary point of contact for issues encountered during non-working hours.
Security Perimeter Fence	MAA	Any portion of perimeter fence that controls access to any of the BWI Marshall Restricted Areas.
Sterile Area	MAA	An area to which access is controlled by the inspection of persons and property in accordance with an approved Security Program. Sterile Areas at BWI Marshall are restricted to ticketed passengers only and appropriately badged employees. As of April 1, 2003, individuals working in the sterile area must have undergone a criminal history records check via fingerprinting. The Sterile Areas at BWI Marshall are the Concourses or Piers.
Subcontractor	MAA	All contractors hired directly or indirectly by the Primary Contractor to perform work under an MAA Contract or for tenant construction.
Tenant	MAA	Any party with whom the Maryland Aviation Administration (MAA) has a written agreement, including lessees, sublessees, etc. and federal, State and local agencies.
Tenant Directive	MAA	A definite, written directive, course of action, method, or procedure conveyed to tenants at BWI Marshall Airport of a permanent nature to supplement Code of Maryland Regulations (COMAR). A BWI Marshall Tenant Directive is in effect until rescinded or suspended.
Tenant Information Advisory (TIA)	MAA	A BWI Marshall Tenant Information Advisory (TIA) is an announcement used to convey information affecting tenants at BWI Marshall for a limited duration. A BWI Marshall Tenant Information Advisory is only in effect until its expiration date. (See Section 6.1)
Trench	OSHA	Trench or Trench excavation means a narrow

Term	As Defined By	Definition
		excavation made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.
Transportation Security Administration(TSA)	MAA	An agency of the Executive Branch of the United States Government responsible for Civil Aviation Security through the enforcement of regulations (Code of Federal Regulation, Title 49 – Transportation, Chapter 12 – Transportation Security Administration, Homeland Security) designed to safeguard Civil Aviation Operations against acts of violence or acts of unlawful interference, to include the safety and security of passengers, flight crews, ground operations personnel and the general public.
Unescorted Access	MAA	Persons authorized to be in the Security Identification Display Area (SIDA) or other controlled areas, that possess and properly display a BWI Marshall Badge or approved air carrier identification.
Withdrawn	MAA	Refers to the status of a permit application. It indicates that the application has been returned to the Applicant at his/her request.
Work Site	MAA	The Work Site refers to the largest area within which the Security Liaison can exercise reasonable control of all activities. The work site may be comprised of any number of smaller work areas; however, if a security violation occurs anywhere within the work site as a whole, penalties may be assessed against both the violator and the Security Liaison. The Security Liaison must be able to ensure positive control of all escorts within the work site. A single escort is comprised of the escort and up to five escorted. The escort is the primary responsible party for keeping all persons escorted within sight and reasonable speaking distance at all times. The Security Liaison must be able to report the number of

Term	As Defined By	Definition
		escorts being conducted and the number of persons escorted within the work site. A single construction project may be comprised of numerous work sites. The Project Security Manager is responsible for designating Security Liaisons for each work site under an MAA Contract.

2 INTRODUCTION

The Division of Documents and Permits (DDP), a unit within the Maryland Aviation Administration (MAA), established in accordance with Code of Maryland Regulations [COMAR .05.02.07.04B (1)] is the permitting authority for all tenant construction and installation projects at Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall) and Martin State Airport (MTN). Division of Documents and Permits performs administrative work for the processing of permit applications, conducts inspections, and presides over the Permit Committee meetings which includes various MAA departments or offices (See Figure 1: MAA Permitting Process).

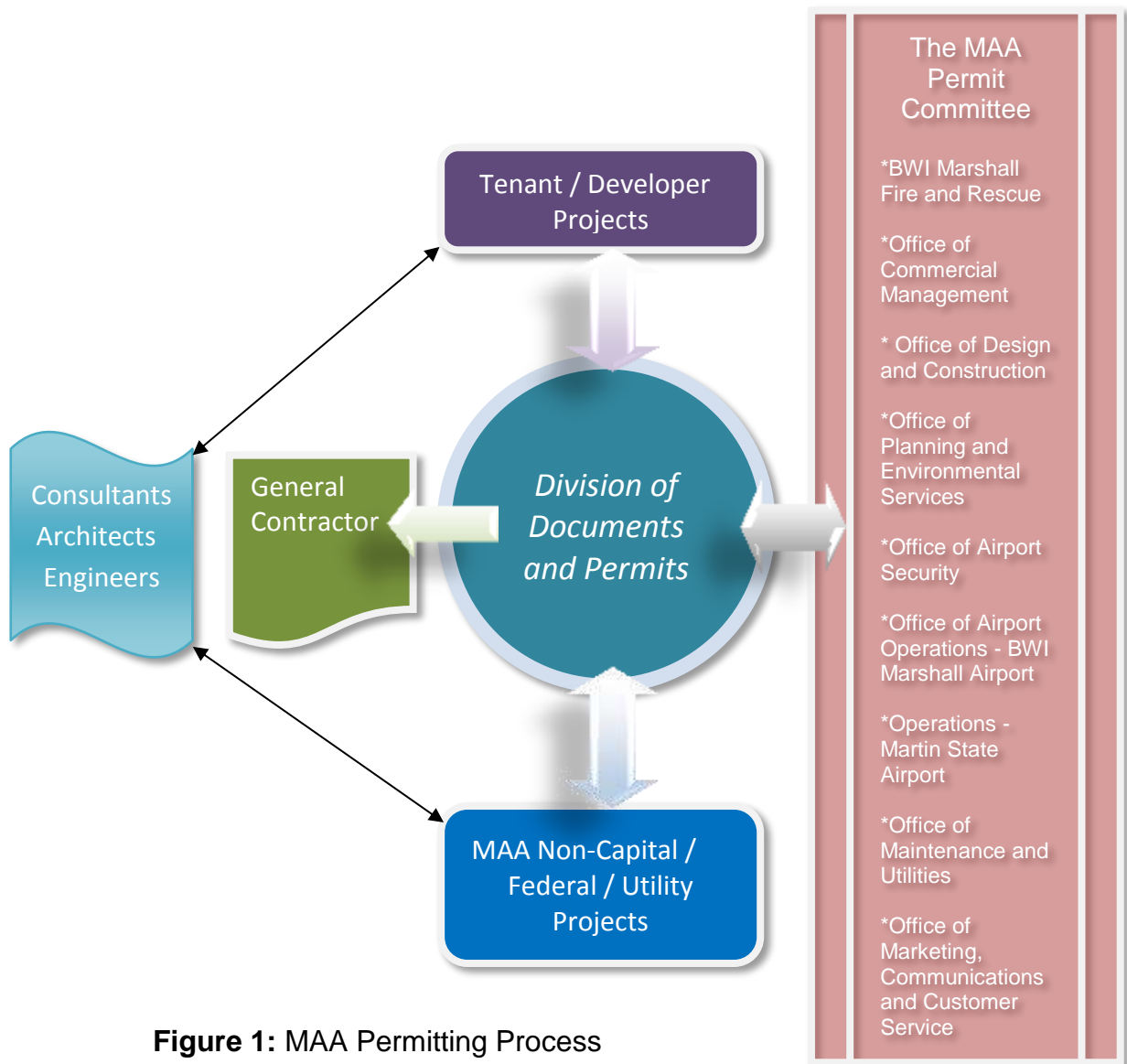


Figure 1: MAA Permitting Process

3 TYPES OF PERMITS

The Division of Documents and Permits (DDP), processes three (3) types of permit applications, *Building Permits*, *Single Trade Permits*, and *Installation Permits*. Other MAA departments issue construction related permits that do not involve DDP. These include but are not limited to:

- a. The BWI Marshall Fire and Rescue Department issues *Special Use Permits* ([MAA-040](#)) for one or two day events.
- b. The Office of Planning and Environmental Services issues *Airport Zoning Permits* (AZP) for BWI Marshall and MTN projects as well as for other properties located within the Airport Zoning District (see Section 6.2).

See Section 3.4 for a listing of construction activities that are exempt from permitting requirements.

3.1 Building Permits

An MAA Building Permit is required for all new construction, renovation, alteration, or site improvement work on State-owned property under the jurisdiction of MAA. Any installation that affects the existing electrical, mechanical, plumbing, or structural systems requires a Building Permit. As part of obtaining a Building Permit, approvals from the Federal Aviation Administration (FAA), other federal and State regulatory agencies, and the Anne Arundel County Health Department may be required. (See Section 6 - ADDITIONAL PERMITS AND AUTHORIZATIONS)

3.2 Single Trade Permits

An MAA Single Trade Permit is required for minor projects on or within facilities on State-owned property under the jurisdiction of MAA, involving a single trade such as electrical, mechanical, plumbing, or fire protection. Single Trade Permits shall be obtained by a Maryland-licensed Master Electrician, HVACR Master, Master Plumber or Sprinkler Contractor. Work shall meet the requirements of all applicable codes and regulations. For any work that requires more than one trade, the Applicant must apply for a Building Permit.

3.3 Installation Permits

An MAA Installation Permit is required before placement or installation of new signs, carpeting, antennas, displays, fixtures, or equipment on or within facilities on State-owned property under the jurisdiction of MAA. Installation Permit issuance does not relieve the Applicant from his/her responsibility for proper design as well as means and methods of installation. (See Section 6 - ADDITIONAL PERMITS AND AUTHORIZATIONS)

3.4 Building, Single Trade and Installation Permit Exclusions

Minor projects involving repair or replacement of worn-out, broken, or defective, components may be excluded from the requirement of a Building, Single Trade or Installation Permit, except for the installation or replacement of carpeting which requires an Installation Permit. The following is a list of projects that do not require Building, Single Trade or Installation Permits:

1. Interior and overhead door replacements or repairs, including hardware.
(Note: Existing fire rated door assemblies are to be replaced with equivalently rated, U.L. listed assemblies and hardware).
2. Painting, papering, or tiling (notify MAA Division of Documents and Permits).
3. Replacement of ceiling system components.
4. Repair, maintenance, and replacement of existing electrical equipment, fixture wiring, or internal components.
5. Repair, maintenance, and replacement of existing mechanical components.
6. Repair, maintenance, and replacement of existing interior pipes, interior drainpipes, interior waste or vent piping, interior valves, and water closets.
7. Maintenance of trees, shrubs, mulch, and landscaped beds.
8. Pothole repairs and crack sealing.
9. Capital Funded MAA construction projects designed and managed by the MAA Office of Design and Construction.

4 PROFESSIONAL SEAL REQUIREMENTS

4.1 Building Permit Professional Seal Requirements

Architectural and engineering drawings shall be stamped with a current license seal and signed by a Maryland-licensed Architect or Professional Engineer. Each sheet shall bear the original seal and signature of the responsible Maryland registered Architect or Professional Engineer, as applicable. Digital signature by licensees are acceptable in accordance with COMAR 09.23.03.09.

Code of Maryland Regulations (COMAR 09.21.02.03) requires, in part, the following:

A licensee may sign or seal plans, specifications, drawings, reports, or other documents that are required to be signed and sealed pursuant to Business Occupations and Professions Article, §3-501, Annotated Code of Maryland, only if the following requirements are met:

- 1) The licensee is competent in the subject matter of those documents by virtue of education or experience, or both; and
- 2) The licensee either:
 - a) Personally prepared the documents, or
 - b) Approved the documents.

4.2 Title Block Requirements for Building Permit Drawings

Code of Maryland Regulations (COMAR 09.21.02.04), partially quoted below, requires that all drawings submitted for a building permit review shall have the following:

C. The name of the entity shall appear in the title block, either as a Partnership, Corporation, Limited Liability Company (LLC), or other appropriate entity. In addition, the title block shall contain a date, printed name, signature and seal of one of the directors of a corporation, general partners of a partnership or members of a limited liability company, who prepared or approved the documents in accordance with these regulations.

D. The directors of a corporation, partners of a partnership, or members of a limited liability company through which architecture is practiced, may designate another employee of the entity to sign and seal the documents in accordance with the requirements set forth in these regulations if the designee:

- (1) Is licensed in the State to practice architecture; and

- (2) Prepared or approved the documents for a particular project in accordance with these regulations.

E. In addition, the title block shall contain the following certification:

Professional Certification

I certify that these documents were prepared or approved by me, and that I am a duly licensed *<insert Architect or Professional Engineer as appropriate>* under the laws of the State of Maryland, license number _____, expiration date _____.

Title block, certification, seal, and signature shall appear in close proximity to each other.

4.3 Exclusions for Professional Seal

Below are types of projects that require a Permit but for which signed and sealed architectural/engineering drawings are not required:

- Installation of collision bollards.
- Fences less than six feet high.
- Sidewalks not part of accessible route.
- Portable heating appliances or cooling unit.
- Tiling, carpeting, built-in cabinets, and countertops.
- Wall mounted signage, unless determined by Division of Documents and Permits to pose a threat to public safety.
- **Single Trade Permits***
- **Installation Permits***

** The Permit Committee reserves the right to ask for sealed drawings or details from a professional architect or engineer if the project involves alteration to means of ingress/egress or there are other public safety considerations.*

5 PERMIT APPLICATION PROCESS

5.1 Pre-Application Requirements

Non-Concession Projects:

Tenants and subtenants, including federal, State and local agencies may submit progress drawings to the MAA Permit Committee for a preliminary review. Approval of progress drawings does not mean that additional comments will not be made during the permitting phase.

Concession Projects:

Pre-application submissions are required for concession projects, but are not considered part of the permitting process. The objective is to prepare applicants for the permitting process and to familiarize them with MAA design requirements. Designs shall comply with MAA Design Standards and AIRMALL Maryland Tenant Design Criteria, if applicable. In the event of a discrepancy between the two, MAA Design Standards shall prevail unless agreed otherwise in writing.

5.1.1 Project Submissions

5.1.1.1 New Concessions

For all new build-out or new installation concession projects at BWI Marshall, a tenant or subtenant is required to submit 30% conceptual and design development drawings and specifications to the following MAA Departments for preliminary review:

1. Office of Design and Construction
2. Office of Commercial Management
3. Office of Maintenance and Utilities
4. Fire Prevention and Inspection Division, BWI Marshall Airport
5. Other Departments and Agencies listed in Section 6, if applicable.

An on-site walk-through is required to review the actual location for any hidden or potential issues not easily recognized from the drawings.

At a minimum, each 30% conceptual and design development drawings submittal shall include a detailed scope of work, sketches/renderings of concept build-out and materials board, if applicable, copies of all equipment cut-sheets, any changes to the base building and any utility requirements. Tenants and subtenants are encouraged to review existing plans of adjacent level(s) to avoid conflict with critical MAA infrastructure and shall verify existing utilities.

Submission of 100% drawings shall include HVAC, electrical and plumbing drawings for review.

5.1.1.2 Existing Concessions

For all redevelopment or renovation of existing concessions at BWI Marshall, each tenant and/or subtenant is required to submit 30% preliminary or design development drawings. At a minimum, each 30% conceptual and design development drawings submittal shall include a detailed scope of work, sketches/renderings of concept build-out and materials board, if applicable, copies of all equipment cut-sheets, any changes to the base building and utility requirements.

5.2 Application Requirements

All permit applications require electronic and hard copy (paper) submission of documents for review. Applicants must register on the PermitJunction website (<https://maa.PermitJunction.com>) and upload their permit documents electronically.

- **Register on PermitJunction:** Once registration is requested, a login and password will be emailed to the Applicant within two business days. Upload drawings, insurance certificate and contractor's license. (see below)

All permit applications require submission of the following:

- **Application Form:** Building Permit ([MAA-179](#)), Single Trade Permit ([MAA-178](#)) or Installation Permit ([MAA-181](#)). These forms can be found on the MAA website: <http://www.marylandaviation.com/content/permitsandforms/constructionzoning/constr-permits.html>
- **Construction Documents:** In addition to the electronic submission through PermitJunction, the applicant shall also provide seven (7) hard copy (paper) sets of construction documents including the location plan and scope of work. Building Permit construction documents shall be signed and sealed by a Maryland Licensed Architect or Professional Engineer. Additional construction document requirements for each type of permit are detailed under Section 5.3 through 5.5. All construction documents shall comply with standard naming conventions and file formats outlined in the Design Standard. See Appendix A for links.

Mail sets of drawings to:

Permit Coordinator
Division of Documents and Permits
Office of Design and Construction
Maryland Aviation Administration (MAA)
P.O. Box 8766
BWI Marshall Airport, Maryland 21240-0766

Hand carried or courier deliveries are accepted at:

Maryland Aviation Administration
991 Corporate Boulevard - Room 313
Linthicum, MD 21090

Construction License: Copy of a State of Maryland Construction License obtained on an annual basis from the Clerk of a Maryland Circuit Court. If the Contractor has not yet been selected, Division of Documents and Permits will withhold issuance of the permit until submission of the license.

- **Insurance Certificate:** See Section 9, INSURANCE REQUIREMENTS.
- **Other Permits or Authorizations:** See Section 6, ADDITIONAL PERMITS AND AUTHORIZATIONS.
- ***Applicant shall upload all documents to the PermitJunction website.***

5.2.1 Application Fee

There is no application fee for Building, Single Trade or Installation Permits.

5.3 Building Permit Construction Documents

Drawings and Specifications that completely describe the scope of the project shall be provided. Construction drawings shall include but may not be limited to the following, if applicable:

- Cover Sheet with Location/Site Plan, Applicable Codes and Code Data as required by MAA Design Standards
- Civil Drawings
- Architectural Drawings
- Structural Drawings
- Mechanical Drawings
- Plumbing Drawings
- Electrical Drawings
- Life Safety, Fire Protection Drawings

Fire-stopping Details are typically required for all projects that require penetration through walls or floors, and Panel Schedules are required for any project requiring electrical work. See Appendix C for additional drawing requirements.

Shop Drawings and/or Product Data for Fire Alarm System, Fire Suppression System and Commercial Kitchen Fire Suppression Hood Design may be deferred but shall be submitted to MAA and approved by MAA prior to the start of construction. See Section 5.13 Deferred Submittals.

5.4 Single Trade Permit Construction Documents

Drawings and Specifications that completely describe the scope of the project shall be provided. Construction drawings/sketches shall be drawn to scale and be provided using 11" x 17" or larger format.

Permit submission shall include the following, if applicable:

- Cover Sheet with Location/Site Plan and Applicable Code(s)
- Floor Plan(s)
- Mechanical Drawings
- Plumbing Drawings
- Electrical Drawings (including Panel Schedule)
- Firestopping Details
- Shop Drawings
- Product Data
- Copy of Trade License: Master Electrician, HVACR or Master Plumber

5.5 Installation Permit Construction Documents

Drawings and Specifications that completely describe the scope of the project shall be provided. Installation drawings/sketches shall be drawn to scale and be provided using 11" x 17" or larger format.

Permit submission shall include the following, if applicable:

- Cover Sheet with Location/Site Plan
- Floor Plan(s)
- Firestopping Details
- Mounting Details
- Trench Details
- Shop Drawings
- Product Data
- Flame Spread Rating(s)

5.6 Resubmissions

Upon issuance of plan review comments, the applicant will have one hundred-eighty (180) calendar days to submit revised plans or drawings. In the event that there is no resubmission or response from the applicant during this period, the application will expire. The applicant will then have to file a new application with updated drawings.

The following shall be provided with each resubmission:

1. New Building, Installation or Single Trade Permit Application form, completed and signed with a copy of the previous application.
2. In addition to the electronic submission through PermitJunction, the applicant shall also provide seven (7) hard copy (paper) sets of revised documents including:
 - Updated drawings with revisions shown “clouded” on the drawing and referenced by revision number in the drawing revision block.
 - Copies of any letters, manufactures cut sheets, calculations, etc., that were generated as a result of plan review comments.
 - Comment Response Sheet with original comment(s) from plan reviewer(s) and architect or engineer’s response to each comment.

A copy of all documents resubmitted shall also be uploaded to PermitJunction by the applicant.

5.7 Permit Committee Function

The function of the Permit Committee is to review applications for general compliance and conformance with applicable Codes, Regulations, MAA Design Standards and for compatibility of proposed work with the existing and planned facilities. The Permit Committee has the authority to render interpretations without waiving specific requirements of applicable Codes adopted by the State of Maryland. Interpretations of the Fire Code, or fire safety aspects of the Building Code, are reserved solely for the Fire Marshal. The issuance of comments or a permit creates no legal liability, expressed or implied, on the Permit Committee or Division of Documents and Permits. It is the responsibility of the applicant, the designer of record, and the selected contractor to ensure that all construction or installation complies with applicable codes, regulations, MAA Design Standards, and permit drawings approved for use in the field.

5.8 Permit Committee Meetings

Permit Committee meetings are held on Wednesday, except holidays. All materials required for the review and approval of applications must be submitted to the Division of Documents and Permits and files uploaded into PermitJunction by the close of business on Monday for inclusion on the next Permit Committee Meeting Agenda.

An applicant is not required to attend but may request an appearance before the Committee to explain the project prior to plan review or to discuss previously issued review comments. It is not necessary for an applicant to attend a Permit Committee Meeting for a permit to be assigned for review. It is highly recommended that if an applicant elects to attend a Permit Committee Meeting, that the applicant be accompanied by the architect or engineer of record.

Requests to appear before the Committee shall be delivered to the Committee Chairman at least two (2) business days prior to the meeting date. Contact the Permit Coordinator at 410-859-7796.

5.9 Review Time

Review periods are typically fifteen (15) business days for new submissions and ten (10) business days for resubmissions. DDP may extend the review period based on the complexity of the project.

New applications and resubmissions must be received by DDP by the close of business Monday. Review periods begin on the Wednesday following receipt of the complete application or resubmission. The Permit Committee's review time does not include the time requirements of the FAA or other regulatory agencies.

Following the completion of a review, the Permit Coordinator or Permit Committee Chairman collects comments from the assigned document reviewers and e-mails the comments to the Applicant. Once review comments are issued, applicants are encouraged to contact each document reviewer directly to seek clarification or to agree on a workable solution. Contact information for each document reviewer is provided on the plan review comment letter to help facilitate the process.

5.10 Approval Status

Comments by each document reviewer are assigned one of the following designations, as follows:

- **Approved As Noted (AAN):** Comments shall be acknowledged by the applicant in writing. This confirms that the applicant will comply with comments before the permit can be issued. Additional comments may be provided on future resubmissions/clarifications.
- **Correct and Resubmit (C&R):** Applicant needs to correct drawings, specifications, and/or documents and resubmit. Additional comments may follow on future resubmissions.

5.11 Appeals and Requests for Waiver

If an applicant is aggrieved by comments issued by the Division of Documents and Permits, made in the course of the administration of the rules for plan review adopted by the Maryland Aviation Administration under Code of Maryland COMAR 05.02.07.04B(1), the applicant may initially seek clarification from the plan reviewer whose comment is the subject of the grievance.

If the applicant is unsatisfied with the plan reviewer's response, the applicant may appeal to the Permit Committee Chairperson by submitting the Appeal/Waiver Request Form ([MAA-098](#) - See Appendix A: Forms and Documentation) with necessary documents to support its position within twenty (20) calendar days from the date of issuance of the plan reviewers comments.

The Permit Committee Chairman will work with the Applicant and the plan reviewer to resolve the differences and will issue a determination within ten (10) calendar days from the date the Appeal/Waiver Request Form is submitted.

If the applicant is still unsatisfied, the applicant may appeal to the Chief Engineer, Facilities Development and Engineering, within ten (10) calendar days from the date the Permit Committee Chairman issues a determination on the grievance.

The Chief Engineer, Facilities Development and Engineering, will issue a determination on an appeal within ten (10) calendar days from the date the appeal is submitted. The Chief Engineer's determination shall be considered final.

5.12 Issuance of Permit

Once the Division of Documents and Permits and the Permit Committee are reasonably satisfied that an applicant has met all requirements, a permit is issued. Permit drawings are then stamped by MAA's Fire Prevention Division, Fire and Rescue Department. Permits may be issued with written comments attached to the permit drawings. A copy of the permit and OFM approved drawings are provided to the applicant at a preconstruction conference. These documents shall be kept on the project site until the completion of the project as required by the Building Code.

Issuance of a permit shall not preclude the Division of Documents and Permits inspectors from requiring correction of work found to be in violation of applicable codes, regulations, or MAA Design Standards that pose a danger or are inconsistent with the approved permit set.

5.13 Deferred Submittals

The Division of Documents and Permits requires complete construction documents, including shop drawings, at the time of permit application. The submissions listed below may be deferred until the design is complete. All deferred submittals shall be reviewed by the design professional who shall forward them, via the Applicant, to Division of Documents and Permits or the Fire Marshal's office prior to construction/installation of the deferred item(s).

1. Fire alarm system drawings and product data
2. Fire suppression (sprinkler) design drawings
3. Commercial kitchen fire suppression hood design
4. Site Specific Safety Plan
5. Project Security Plan

6 ADDITIONAL PERMITS AND AUTHORIZATIONS

6.1 Tenant Information Advisory

A BWI Marshall Tenant Information Advisory (TIA) will convey information affecting tenants located at BWI Marshall for a limited duration. The applicant shall submit a TIA form to the MAA Office of Airport Operations. The TIA should be written clearly and concisely and shall state the following:

1. Timeframe: days and hours of the work;
2. Who will be affected and how;
3. Location of the work; and
4. Scope of the project and the necessity.

TIAs shall be submitted at least ten (10) business days in advance to Patricia Koehnlein, Office of Airport Operations at pkoehnlein@bwiairport.com for processing with a copy to Ben Martinez, Office of Airport Operations, at bmartinez@bwiairport.com.

6.2 Airport Zoning Permit

The purpose of the Airport Zoning Permit (AZP) is to identify land uses, obstructions, and wildlife attractants that are incompatible with Airport Operations. The AZP application shall be submitted for projects within a Certified Noise Zone and/or Airport Zoning District (the area defined by a four-mile radius of BWI Marshall or a three-mile radius of MTN). For any construction or modification that will increase the height, change the use, or alter the exterior finish of an existing structure, or create a new structure, the Applicant shall obtain an Airport Zoning Permit ([MAA-010](#)).

In addition, applicants may be required to file a Notice of Construction or Alteration (FAA Form 7460-1) requesting that the FAA perform an obstruction evaluation. This evaluation process typically takes approximately 60 days. If the proposed project is not identified on the FAA approved Airport Layout Plan (ALP) then a revision to the ALP is necessary. No construction may proceed until the FAA approval has been received. The ALP approval process can take from four (4) months to two (2) years, depending upon the nature of the project.

Permit issuance does not relieve the applicant from responsibility for proper design and construction of the project. Forms are available and applications are coordinated through MAA Division of Airport Facilities Planning and Division of Documents and Permits.

6.3 Hot Work and Welding Permit

A Welding and Burning Permit ([MAA-027A](#) [BWI], [MAA-027B](#) [MTN]) is required for any work that involves welding, cutting or any task that would deplete oxygen, create toxic fumes and vapors, or create the potential for fire or explosion. This permit can be obtained from the BWI Marshall Fire and Rescue Department which can be reached at 410-859-7511. At Martin State Airport (MTN), the Hot Work Permit can be obtained from the Airport Operations Office in the MTN Terminal, at 410-682-8831.

6.4 Confined Space Authorization

Confined Space is defined as a space that (a) is large enough and so configured that an employee can enter and perform assigned work; (b) has limited or restricted means for entry or exit; and (c) is not designed for continuous employee occupancy.

There are two types of Confined Spaces:

1. Non-Permit Confined Space: A Confined Space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.
2. Permit Required Confined Space: A Confined Space that has one or more of the following characteristics:
 - a) Contains or has the potential to contain a hazardous atmosphere;
 - b) Contains a material that has the potential for entrapping, engulfing, or suffocating an entrant;
 - c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by floor which slopes downward and tapers to a smaller cross-section; and
 - d) Contains any other recognized serious safety or health hazard.

For Permit Required Confined Spaces, the Applicant should submit the completed Confined Space Entry forms ([MAA-017\(A-J\)](#) - available in Appendix A) to:

MAA Division of Employee Risk Management
P.O. Box 8766
BWI Thurgood Marshall Airport, Maryland 21240
410-859-7777 (Phone)
410-859-7114 (Fax)

6.5 Trenching and Excavation Authorization

Before any trenching and excavation work can proceed, the Contractor shall obtain a Utility Modification/Digging Authorization by submitting the form ([MAA-156](#)). This part of the approval process is coordinated through the Division of Document and Permit's inspection office at (410) 859-7524.

The Contractor is responsible for and required to use an independent underground utility locating service to locate all utilities within the impacted area(s). The underground utility locating service shall provide certification that it has located all utilities in the impacted area(s). The Tenant and its Contractor shall not begin or make any excavation without first notifying the MAA and each and every public service company which may have underground facilities in the area(s) of the proposed work at least seventy-two (72) hours prior to the commencement of such work. In Baltimore and Anne Arundel Counties, the Contractor shall notify the public service companies of work intentions by calling MISS UTILITY at 1-800-257-7777.

The Tenant and any Contractor are to protect and maintain service for all the existing water and sewer lines, telephone lines, gas lines, electrical lines, etc. during the progress of the work. The Tenant and any Contractor shall be fully responsible for any and all damages to underground and aboveground utilities and facilities resulting from the installation and maintenance. The Tenant and his/her Contractor shall have available on-call sufficient specialty Contractors, such as electrical, plumbing, etc., to repair any damage to existing facilities that might occur as a result of construction operations regardless of when the damage might occur.

6.6 Other Agency Approval: Permanent Food Service License and Change of Ownership, Anne Arundel County Department of Health (AACDH)

The Anne Arundel County Department of Health is responsible for licensing and inspecting all facilities at BWI Marshall that prepare food for the public. The applicant shall obtain a Food Service Facility License from the County before the permit can be issued for such projects.

For additional information, please contact Anne Arundel County Department of Health on the web at: <http://www.aahealth.org/programs/env-hlth/licenses-and-permits> or

Anne Arundel County Department of Health
3 Harry S. Truman Parkway
Annapolis, MD 21401
Phone: 410-222-7238

6.7 Other Agency Approval: Liquor License, Anne Arundel County Liquor Board

For all projects that involve selling of alcoholic beverages at BWI Marshall, the applicant shall obtain a Liquor License from the Anne Arundel County Liquor Board.

The Board has several classes or types of licenses, the information about which can be obtained by contacting:

Board of License Commissioners for Anne Arundel County
94 Franklin Street
Annapolis, MD 21401

410-222-1148

Or visit: <http://www.aacounty.org/LiquorBoard/Classes/Index.cfm>

6.8 Other Agency Approval: Federal Aviation Administration (FAA)

Projects that may impact runways and taxiways require the following approvals prior to permit issuance:

1. FAA Form A and/or C Environmental Assessment including Tenant Certification
2. Clearing House Review/Approval of FAA Form A and/or Form C above.
3. Other State and federal permits as appropriate (e.g., wetlands, stormwater management, sediment and erosion control, air quality, etc.)

At the earliest possible point in the project, FAA forms (A and/or C) and all applicable approvals, shall be obtained and submitted in duplicate (2 copies) to:

Manager, Division of Facilities Planning
Maryland Aviation Administration
Planning and Environmental Services
P.O. Box 8766
BWI Marshall Airport, Maryland 21240-0766

An accompanying transmittal letter shall include the project description, site location (map), whether the site is located on State property, whether any State or federal funding is associated with the project, and the project schedule along with all completed environmental forms and documented approvals to the MAA Manager, Division of Environmental Planning, Planning and Environmental Services. Forms may also be obtained through the same office. Upon completion of review, the final submission will be forwarded to the FAA and Maryland State Clearinghouse for review and approval. This process may take from sixty (60) to one hundred-twenty (120) days to complete.

6.9 Other Agency Approval: Maryland Department of the Environment (MDE)

The applicant is required to obtain additional permits from Maryland Department of the Environment (MDE), coordinated through Division of Documents and Permits, for projects that impact air and radiation management, waste management, and water management. Some projects may require additional approvals, permits, and operating plans to operate a facility once it has been constructed. Typical activities that would require permits include but are not limited to the following:

1. Air pollution sources that generally require State permits to construct: coating and painting operations, asphalt refurbishing, spray paint booth

operations, fuel-burning equipment and the use of chemical processing equipment.

2. Air pollution sources that generally require State permits to operate: crushing equipment, VOC storage tanks, galvanizing operations, wood digesters, and pulverized material separators.
3. Permits that include petroleum storage and handling typically require oil operations permits. If total above ground storage is greater than 1,320 gallons or underground storage is greater than 42,000 gallons then the applicant shall submit a Spill Prevention Control and Countermeasures (SPCC) plan prior to the facility becoming operational. Appropriate secondary containment structures will be required for above ground storage tanks.
4. Work involving construction, removal or abandonment of underground storage tanks.
5. Work involving the installation or abandonment of drinking water wells or environmental monitoring wells.
6. Sediment and Erosion Control and/or Stormwater Management Plan approval is required for any construction activity that disturbs 5,000 square feet or more of soil, or results in the excavation of 100 cubic yards or more of soil.

All contractors should review the Business Guide to Environmental Permits and Approvals that contains important information about the different types of permits, licenses and approvals issued by the Maryland Department of the Environment (MDE). Additional information regarding MDE Activity, Site and Equipment approvals may be found at <http://www.mde.state.md.us/Programs/Permits/Pages/index.asp>.

Operating plans may be required including Facility Response Plans, Spill Prevention Control and Countermeasures (SPCC) Plans, and Stormwater Pollution Prevention Plans. Final copies of these plans shall be presented to the MAA Environmental Compliance Office prior to startup of a new facility.

7 HAZARDOUS MATERIALS

7.1 Asbestos

The Maryland Aviation Administration (MAA) Division of Environmental Compliance (DEC) is responsible for the inspection, sampling, analysis, abatement and management of asbestos containing materials at BWI Marshall and Martin State Airport. The MAA is required to comply with federal regulations including: 40 CFR 763, 29 CFR 1926.1101, National Emission Standards for Hazardous Air Pollutants (NESHAP), and the Asbestos Hazard Emergency Response Act (AHERA) rule. Additionally, the MAA complies with State regulations regarding asbestos outlined in COMAR 26.11.21. The MDE also regulates how persons work with asbestos and train those who work with asbestos.

When asbestos fibers can easily be made into airborne dust, the material is known as friable. All friable asbestos from accessible locations within the BWI Marshall and MAA owned satellite buildings were removed by 1988. However, some asbestos may be present behind walls or column covers, in floor tiles or mastics, and in other inaccessible places. When work is identified in a permit application that could impact or disturb asbestos containing material, the MAA Division of Environmental Compliance may perform an asbestos abatement project to remove such materials prior to construction. An applicant should contact the MAA Division of Environmental Compliance at 410-859-7806 early in the renovation planning process to help determine if asbestos abatement is required and allow time in the construction schedule for proper abatement. The MAA Division of Environmental Compliance reviews each permit application and project scope to determine if asbestos containing building materials could be impacted.

During the demolition phase of some projects, the MAA Division of Environmental Compliance may have a licensed asbestos inspector or management planner present. If materials are identified in this phase of a project, and if plans call for disturbing the asbestos containing material, an asbestos abatement project may be required. If it is safe to do so, the MAA Division of Environmental Compliance may decide to leave asbestos material that is not friable in place.

7.2 Lead Paint

Lead-based paint is no longer used in residential settings (its use was banned in housing in 1978) but it may be used in non-residential applications that require superior corrosion protection or durability. Lead-based paint may also be found on structures that have since been re-painted (painted over) with non-lead paint. Lead-based paint may be present on outdoor painted surfaces such as curbs, bollards, road or runway markings, metal doorframes and doors.

The MAA no longer uses lead-based paint. However, there are a number of older buildings, tenant spaces and structures that may have lead-based paint coated

components. In 2003, MAA extensively surveyed accessible painted surfaces in and on MAA owned buildings at BWI Marshall and Martin State Airport for lead-based paint using an X-ray fluorescence device.

The MAA attempts to identify permits that may disturb lead based paint and will perform encapsulation or abatement of these materials if required. It is also the duty of the contractor to immediately notify the MAA Division of Environmental Compliance when lead paint is encountered in the project area. The MAA Division of Environmental Compliance can be reached at 410-859-7806 during normal business hours.

7.3 Mold

The MAA Division of Environmental Compliance (DEC) is responsible for the inspection, sampling, analysis, and abatement of mold contaminated building materials at BWI Marshall and Martin State Airport. Mold evaluations are conducted in direct response to building occupant complaints of musty odors, damp or wet conditions, and/or a variety of health related symptoms including allergic type reactions (difficulty breathing, general malaise, coughing/sneezing, etc.). MAA also conducts mold evaluations preemptively in response to a known water intrusion event, such as localized flooding, pipe leakage, stormwater/sewer backup, etc. In addition, mold contaminated building materials can be encountered during the demolition phase of various projects.

The mold evaluation process in each case typically involves a visual inspection of the area affected by a water intrusion event, the area in which occupant complaints are occurring, and/or the construction area where mold contaminated surfaces are encountered. The visual evaluations are conducted by a trained mold investigator and are normally supplemented by various testing to determine moisture levels in observed water-impacted building materials, and throughout the general area of occupant complaints and/or construction. Moisture level readings of building materials are key to preemptively addressing conditions that are ideal for mold growth before such growth begins, and provide the inspector data to be used in formulating supplemental inspections in areas of occupant complaints so that such complaints are adequately addressed.

Supplemental inspections involve collection of airborne mold spore samples using Air-O-Cell™ Air Sampling Cassette technology that are analyzed for total spore count and genus-level identification of fungal types. Ambient outdoor and control area samples are taken for comparative analysis. Since no federal, State or local standards exist for acceptable concentrations for airborne mold spores, results are compared to EPA recommended levels, and are compare to results collected from outside samples in accordance with EPA recommendations.

Abatement of identified mold issues are addressed on a case-by-case basis. Should a visual inspection indicate the presence of mold-contaminated building materials, MAA's practice is to contract abatement and replacement of those materials as soon as feasibly possible (the replacement phase of the abatement will not occur in construction areas). In the case of observed and/or confirmed water-impacted materials, MAA will

enter a contract for preemptive drying and/or replacement of the water impacted materials prior to mold growth occurring. Preemptive drying and replacement will not occur in construction areas as these materials will be disposed of during the demolition phase.

In response to building occupant complaints, the MAA will contract for airborne testing of mold levels which may involve additional inspection and testing of “hidden” surfaces, such as those above and behind walls and ceilings in the area, and/or mold abatement within the area using appropriate methods to control airborne mold spores. Such methods can include air “scrubbers” using high efficiency filters to “clean” the air, removal and replacement of any water damaged building materials, and removal of any mold-contaminated surfaces identified during the additional inspections of hidden surfaces. In construction areas, hidden surfaces are exposed during the construction process and additional inspection and testing is not normally required. In these areas, abatement of visible mold contaminated surfaces will take place without additional testing or inspection.

If mold contaminated surfaces are encountered during the demolition phase of a project, the construction permit applicant and/or demolition contractor shall contact the MAA Division of Environmental Compliance at 410-859-7806 immediately upon encountering such surfaces to help determine if mold abatement activities such as those described above will be required.

8 APPLICABLE CODES, REGULATIONS AND STANDARDS

All design and construction work shall comply with the Annotated Code of Maryland, Maryland Regulations, MAA Design Standards, Maryland Building Performance Standards (COMAR 05.02.07) and industry standards. In the event of a conflict, the most stringent requirement shall be followed.

8.1 Design Standards

1. MAA Design Standards apply to all projects on or within facilities on State-owned property under the jurisdiction of MAA. These are available electronically at:

<http://www.marylandaviation.com/content/doingbusinesswithmaa/construction/index.html>

2. AIRMALL Maryland Tenant Design Criteria and Checklist requirements apply to all projects that are managed by AIRMALL Maryland, and constructed by AIRMALL Maryland, and its subtenants.

8.2 Industry Standards

The following are included by reference for compliance:

1. The American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc. (ASHRAE) of the latest edition.
2. The Illuminating Engineering Society (IES) Lighting Recommendations.
3. Maryland Occupation Safety and Health (MOSH) Regulations
4. U S. Department of Labor, Occupational Safety and Health Administration (OSHA) Regulations

9 INSURANCE REQUIREMENTS

As a condition of the Building/Installation Permit, the Applicant agrees to the following statement:

The Contractor shall, at its own cost, obtain and maintain such insurance as will protect it and the Maryland Aviation Administration and its employees on an occurrence basis and provide legal representation to address any claims for damages and personal injury which may arise from the operations under this Permit, whether such operations are performed by the Contractor or any subcontractor or by anyone directly or indirectly employed by them. The insurance shall cover claims arising solely in connection with this permit and shall not be subject to any degree of depletion as a result of claims arising in connection with other activities undertaken by the Contractor. Said insurance is to be issued with the Maryland Aviation Administration and its employees, as an additional insured, not as a named insured.

The Applicant shall have its insurance company complete the ACORD Certificate of Liability Insurance Form and submit it with the permit application. Certificate holder shall read:

Maryland Aviation Administration
Facilities Development and Engineering
State of Maryland and Maryland Department of Transportation
Attn: Permits Coordinator
P.O. Box 8766, BWI Marshall Airport, MD 21240

9.1 General Liability Insurance (Non-Airfield Access)

The liability insurance shall under no circumstances be less than TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) for injuries sustained by any one (1) person, and TWO MILLION DOLLARS (\$2,000,000.00) for injuries sustained by two (2) or more persons in any one (1) accident. The amount of property or damage insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) or a combined single bodily and property damage limit of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident.

9.2 Automobile Liability Insurance (Non-Airfield Access)

The liability insurance shall include comprehensive automobile liability insurance with a combined single limit of ONE MILLION DOLLARS (\$1,000,000.00) (including garage liability, all automotive equipment owned, operated, leased, hired, and non-owned) for bodily injury and property damage for each accident.

9.3 General Liability Insurance (Airfield Access)

Wherever airfield access is required, the liability insurance shall under no circumstances be less than TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) for injuries sustained by any one (1) person, and TWO MILLION DOLLARS (\$2,000,000.00) for injuries sustained by two (2) or more persons in any one (1) accident. The amount of property or damage insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) or a combined single bodily and property damage limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per accident.

9.4 Automobile Liability Insurance (Airfield Access)

The liability insurance shall include comprehensive automobile liability insurance with a combined single limit of FIVE MILLION DOLLARS (\$5,000,000.00) (including garage liability, all automotive equipment owned, operated, leased, hired, and non-owned) for bodily injury and property damage for each accident.

10 INDEMNIFICATION

As a condition of a Building, Single Trade or Installation Permit, the Applicant will assume all risks incident to, or in connection with, its Building, Single Trade or Installation Permit and shall be solely responsible for all damages or injuries to persons, property or the environment caused by its operations and shall indemnify, defend and hold harmless the State of Maryland, the Maryland Department of Transportation, the Maryland Aviation Administration, and their authorized officers, agents, employees and/or representatives from and against any and all claims, actions, suits, losses, expenses or damages for injuries (including death) to persons, or damage (including destruction) to property or the environment, of whatsoever kind or nature, including any claims or fines assessed by any federal agency, or any State of Maryland agency, arising directly or indirectly from the manner or method employed by the Applicant, its authorized officers, agents, employees, customers, contractors, subcontractors, representatives and/or assigns in the performance of the work or resulting from any act or omission of the Applicant, its authorized officers, agents, employees, customers, contractors, subcontractors, representatives and/or assigns in connection with the Building, Single Trade or Installation Permit. Applicant further agrees to defend, at its own cost, and to protect, indemnify and otherwise hold harmless the Maryland Aviation Administration, its authorized officers, agents, employees and/or representatives (including but not restricted to the posting of bond and release of attachment) from and against any and all claims in any way connected with or arising out of the Building, Single Trade or Installation Permit and/or arising out of repair or maintenance work hereunder (including but not restricted to attachments, liens, and/or levies and whether or not such claim is meritorious) made, filed and/or asserted by any party other than the Applicant against the Maryland Aviation Administration, its authorized officers, agents, employees and/or representatives.

11 PERMIT LIMITATIONS AND WORK WITHOUT A PERMIT

11.1 Permit Expiration

Unless permitted work commences within one hundred-eighty (180) calendar days, or if the work is left abandoned for one hundred-eighty (180) calendar days after the issuance of a permit, the Building, Single Trade or Installation Permit will expire and become null and void. Upon request from the Applicant, Division of Documents and Permits at its own discretion may extend the Permit.

11.2 Transfer of Permit

A permit is not transferable to another tenant unless approved by the Division of Documents and Permits.

11.3 Suspension or Revocation of Permit

Division of Documents and Permits reserves the right to suspend or revoke any permit if it determines that a permit was issued in error due to misinformation or if the issuance was in violation of State statutes, codes, regulations, or MAA Design Standards.

11.4 Work without a Permit

No construction work may begin prior to the issuance of any Permit by the MAA. Any work occurring without a Permit may have to be removed and the affected area restored to its original condition, at the tenant's expense, if so directed by the MAA.

12 CONSTRUCTION PROCESS

12.1 Pre-Construction Meeting

Once the Applicant has received notice of permit approval, the Applicant is required to contact Inspections, Division of Documents and Permits, to arrange a Pre-Construction Meeting. The Pre-Construction Meeting is attended by the Contractor, subcontractors, Division of Permit's Inspection staff, Fire Marshal's representative and other MAA departments that have an interest in the project. A Pre-Construction Meeting may not be required for minor Installation or Single Trade Permit projects. The following shall be provided by the Tenant and/or the Contractor at the pre-Construction meeting:

1. Copy of Construction Schedule
2. Primary Contractor point of contact, list of Subcontractors and copies of current Trade Licenses.
3. List of Emergency Numbers
4. Approved Project Security Plan (PSP) with signatures
5. Safety Plan

12.2 Work by More than One General Contractor

Work will be carried out under the supervision of not more than one Primary Contractor. If the Owner/Tenant has hired more than one Contractor working simultaneously, the Owner/Tenant shall be deemed as the Primary Contractor and will be asked to provide the required construction license and insurance information for the entire job.

12.3 Work Hours

Work deemed disruptive to airport operations shall be restricted to nighttime hours at the discretion of MAA.

12.4 Staging Area

If a staging area is needed, the Primary Contractor shall contact the MAA Office of Airport Operations which may provide the staging area if it is available.

The Owner/Tenant and its Primary Contractor shall be responsible for security and maintenance of their staging areas at all times.

It is intended that equipment and materials needed for the construction will be stored in the designated staging area. Equipment and materials necessary at the work site(s) may be transported to those site(s) only as necessary to meet approved schedules. At

the end of each working day, all equipment shall be withdrawn to the designated staging area and placed in an orderly fashion. Emergency exits and means of egress are to be safeguarded against obstruction by equipment and materials during all periods of occupancy.

The Owner/Tenant and its Primary Contractor shall not utilize any area for storage or staging unless authorized by MAA in writing. Utilization of any MAA property for purposes not related to or inconsistent with the permitted project is prohibited and subject to immediate removal and restoration by the MAA at Tenant's expense.

Staging areas and all areas used for storage of equipment or material shall be restored to their pre-existing original condition immediately upon completion of each phase of the project, as required by MAA.

12.5 Construction Signs

Construction signs shall consist of project name, Owner/Tenant and its Primary Contractor's identification, upcoming project announcement, or rendering.

Individual advertisement boards are not permitted.

12.6 Housekeeping

Access to the work site will be agreed upon during the preconstruction meeting to minimize disruption. Within the Airport terminal buildings, the contractor shall provide floor mats at construction entrances and exits to prevent dust from traveling outside. For projects which require moving of heavy equipment across tile or carpeted floors, ¾" plywood sheets may be required to protect the floor. The contractor shall clean all accidental spills immediately outside of the construction area and restore finishes to their original condition, within the confines of MAA property, if damaged during construction or material transportation.

12.7 Inspections

12.7.1 Inspectors

The Division of Documents and Permits will assign an inspector(s) to monitor construction activities. Other inspectors from the Fire Marshal's Office, MAA Utilities, Office of Planning and Environmental Services, or Risk Management may perform unannounced inspections.

12.7.2 Permit Compliance

The Division of Documents and Permits Inspectors will inspect and monitor work to help ensure compliance with permit drawings/documents, relevant codes and MAA Design Standards. However, observation of work by the designated Inspector shall not relieve the Contractor of compliance with all applicable Codes and regulations, MAA Design Standards, Permit drawings and specifications. Any installation that does not comply

with the permit requirements is subject to removal by the MAA at the Tenant's expense. It is the Tenant's responsibility to arrange and pay for construction management services to help ensure compliance with contract documents.

12.7.3 Stop Work Order

The Division of Documents and Permits inspectors as well as the Office of the Fire Marshal may issue a "STOP WORK ORDER" on projects initiated without a permit or if work is being performed in a dangerous or unsafe manner. The Stop Work Order shall remain in effect until the cause(s) of the Stop Work Order has been satisfactorily resolved.

12.8 Revisions During Construction

Once the Permit has been issued, major changes to layout, finishes, and structural elements shall be submitted in the form of addenda (revised drawings, sketches, specifications) to the Permit Committee for approval before commencing work. Revisions shall be marked (clouded) with a revision note and signed and sealed by the architect or engineer of record. For minor revisions, the Division of Documents and Permits may allow revisions to be submitted via email in portable data file (.pdf) format for review prior to formal submission and approval.

12.9 Safety and Security Requirements

For safety and security requirements during construction, please see Appendix B: Supplemental Requirements.

12.10 Application Closeout

12.10.1 Final Inspection

Once the project is substantially complete, the Tenant's Contractor and/or agent shall submit a written request, either by Fax or by Email, to Division of Documents and Permits Inspections to request a Final Inspection at least three (3) days in advance of the requested date.

Upon recommendation from the designated inspector, the Division of Documents and Permits will arrange the Final Inspection meeting on the work site, to be attended by Inspections staff, the Fire Marshal or a representative, and other MAA departments that have an interest in the project. The Tenant shall ensure that the Contractor and appropriate subcontractors are available to answer questions, test systems and provide access as necessary. At the meeting, a Compliance Report shall be signed by the Inspections and the Fire Marshal's office or a punch-list will be created in the presence of the Contractor. If the punch-list consists of minor items, Inspections shall recommend to the Fire Marshal or a representative to grant a conditional occupancy permit.

Inspection of the work shall not relieve the Contractor of responsibility to comply with applicable Codes and regulations, MAA Standards, Permit drawings and specifications.

12.10.2 Supplemental Requirements Records Drawings

Within seventy (70) days of the Final Inspection, the Tenant shall provide a set of Record Drawings in hardcopy and AutoCAD as well as .pdf format drawings on CD/DVD to Inspections. The Record Drawings shall incorporate all layout, dimension and note changes that were made since the issuance of the Permit to allow the use of these drawings as base drawings for future renovations. The CD/DVD shall be clearly labeled with the company name, project title, permit number, and date of CD/DVD preparation. The AutoCAD drawings shall follow MAA Computer Aided Design (CAD) standards as found in the current DST.

If Record Drawings are not received by an applicant in a timely manner, the MAA, at its discretion, may not issue another permit to the same tenant until the satisfactory receipt of all such documents.

Appendix A: Forms and Documentation

Please download from the MAA Web site:

<http://www.marylandaviation.com/content/permitsandforms/constructionzoning/construction-permits.html>

Current MAA Design Standard, Appendices, and Supplements

<http://www.marylandaviation.com/content/doingbusinesswithmaa/construction/index.html>

Registered AIRPortal Users

<http://www.airportal.maa.maryland.gov>

Appendix B: Supplemental Requirements

B.1 Badging Requirements

Generally BWI Marshall prefers that all individuals working in a restricted area successfully complete a fingerprint based Criminal History Record Check, a Security Threat Assessment, and be trained and tested prior to being issued a BWI Marshall Identification/Access Badge. It is understood that some individuals will not be able to successfully complete a Criminal History Record Check due to the presence of disqualifying crimes as defined by the Transportation Security Administration. These employees are permitted to work in a restricted area, but must be under continuous escort by a badge holder with escort authority.

B.2 Restricted Areas

BWI Marshall requires that the Primary Contractor develops and submits for approval to the BWI Marshall Security Division, a Project Security Plan for all work performed within one of the Airport's Restricted Areas. The Project Security Plan is developed and submitted by the Primary Contractor to include all work performed by the Primary Contractor and all Subcontractors hired under each separate MAA contract. The Project Security Plan shall be submitted for review and approval to the Airport Security Division Thirty (30) calendar days prior to commencement of work in order to allow the Airport Security Division time to submit a changed condition request to the Transportation Security Administration for approval (49 CFR 1542.107D). It must detail all measures the Primary Contractor will undertake to implement the following:

A. Identify a Security Liaison for each work site who will be responsible for ensuring compliance by all Primary Contractor and Subcontractor personnel to all Airport Security Division and Transportation Security Administration security rules and regulations. Each work site's Security Liaison (or a designated alternate) shall be present at the work site at all times while work is in progress and be available to respond to the Airport Security Division and/or Transportation Security Administration or their authorized representatives upon demand. The Project Security Liaison shall be available by telephone during non-working hours for the entire duration of the subject MAA contract.

B. Issue all non-badged personnel under escort hard hats of a single uniform red color and all Contractor personnel, acting as escort shall have hard hats of a separate, single uniform blue color. All other personnel may use any color hardhat except red and blue.

C. Procure and deploy all fencing, gates, and barriers indicated in the Contract Security Plans for the purpose of enveloping, enclosing and securing the work site during both working and non-working hours (see Attachment 1).

D. Identify the number of BWI Marshall ID badge holders with Escort Authority that will be responsible for escorting non-badged employees. Escorts may be conducted by the Contractor's own personnel (with Escort Authority), an Airport Security Division Approved Private Security Contractor or by the current Airport Security Contractor; however, all escort related costs, of both equipment and personnel, is the sole responsibility of the Primary Contractor. Under normal circumstances, one (1) badge holder with Escort Authority may escort no more than five (5) non-badged workers. Contractor personnel acting as escorts for non-badged personnel shall have no other work related responsibilities while performing escort duties.

E. All Contractor self-propelled equipment and machinery shall be inspected and shall display a valid airfield registration decal. All other (unregistered) vehicles shall remain under continuous escort while in the work site and while traveling in the restricted areas or to and from the work site.

F. An airfield registered vehicle, driven by a badge holder with appropriate Escort, Power Gate and AOA driving privileges, shall lead all escorted unregistered vehicles, while in any restricted area, to and from the work site at all time and in accordance with established escorting procedures. For convoys of five (5) or more vehicles in number, a second airfield registered vehicle shall be provided by the Contractor to exercise control of the rear of the convoy. The second vehicle shall also be driven by an authorized badge holder with Escort, Power Gate, and AOA driving privileges.

G. All work requiring access through a non-power/unguarded perimeter gate shall be included in the Project Security Plan. Otherwise, a written amendment to the Project Security Plan shall be submitted for approval to the Airport Security Division a minimum of thirty (30) calendar days prior to the commencement of such work. All non-power/unguarded perimeter gates used by escort vehicles and equipment into any of the Airport's restricted areas shall be staffed by Airport Security Contractor personnel. A minimum of three Airport Security Contract officers shall be present at each perimeter gate being utilized in order to conduct the required searches and logging-in of escorts for both vehicles and individuals. All costs related to Airport Security Contractor personnel and equipment needed to comply with the security requirements of the Airport Security Division for use of non-power/unguarded perimeter gates are the sole responsibility of the Primary Contractor.

H. All work performed within ten feet (10') of the Security Perimeter Fence shall be included in the Project Security Plan. Otherwise, a written amendment to the Project Security Plan shall be submitted for approval to the Airport Security Division a minimum of thirty (30) calendar days prior to the commencement of such work. If, at any point, the work being performed requires the opening, re-positioning or dismantling of any portion of the Security Perimeter Fence where access into the airport's restricted area may be gained, the Contractor shall

provide an adequate number of security Contractor personnel to maintain security at the work site as determined by the Airport Security Division. If any damage to the Security Perimeter Fence is discovered at any time during the project, the Contractor shall immediately notify Airport Operations at 410-859-7018 and make arrangements to provide Airport Security Contractor personnel to maintain security at the work site of the damage until the damage is repaired by the Contractor and inspected and approved by the Airport Security Division.

I. The Primary Contractor should make provisions to obtain BWI Marshall ID badges for all Contractor personnel working on the project at least three weeks prior to the commencement of work. All individuals who require access into the restricted areas and who are, or believe they will be, unsuccessful in obtaining a BWI Marshall ID badge shall remain under close and continuous escort at all times while in the restricted areas in accordance with D above. All escorted construction personnel shall also provide to the Airport Security Division his/her full name, date of birth and social security number, as required by the Airport Security Division for screening purposes, at least seven (7) calendar days prior to actual date the escort is to be conducted. The information will be utilized to run the individual's name against the Federal "No-Fly/Selectee List".

Individuals will be issued an Escort Badge after successful comparison against the No-Fly/Selectee List. Individuals with a positive hit on the No-Fly Selectee List will be denied escorted access into a restricted area until they have successfully cleared their names from the No-Fly/Selectee List.

B.3 Non-Restricted/Public Areas

Work performed inside or within three hundred feet (300') of the BWI Marshall Main Terminal Building and other public areas within ten feet (10') of the Security Perimeter Fence described below requires that the Primary Contractor develops and submits a Project Security Plan for approval by the BWI Marshall Airport Security Division. The Project Security Plan is developed and submitted by the Primary Contractor to include all work performed by the Primary Contractor and all Subcontractors hired under each separate MAA contract. The Project Security Plan shall be submitted for review and approval to the MAA Airport Security Coordinator within thirty (30) calendar days prior to the commencement of work and shall detail all measures the Primary Contractor will undertake to implement the following:

The Primary Contractor shall identify a Security Liaison for each work site who will be responsible for ensuring compliance by all Primary Contractor and Subcontractor personnel to all Airport Security Division and Transportation Security Administration security rules and regulations. Each work site's Security Liaison (or a designated alternate) shall be present at the work site at all times while work is in progress and be available to respond to the Airport Security Division and/or TSA or their authorized representatives upon demand. The Project Security Manager

shall be available by telephone during non-working hours for the entire duration of the subject MAA contract.

All work performed within ten feet (10') of the Security Perimeter Fence shall be included in the Project Security Plan. Otherwise an amendment to the Project Security Plan shall be submitted for approval to the Airport Security Division a minimum of thirty (30) calendar days prior to commencement of work. If, at any point, the work being performed requires the opening, re-positioning or dismantling of any portion of the Security Perimeter Fence where access into the Airport's Restricted Areas may be gained, the Contractor shall provide an adequate number of Private Security Contractor or Airport Security Contractor personnel and equipment to maintain security at the work site as determined by the Airport Security Division. If any damage to the Security Perimeter Fence is discovered at any time during the project, the Contractor shall immediately notify Airport Operations at 410-859-7018 and make arrangements to provide Private Security Contractor or Airport Security Contractor personnel to maintain security at the work site of the damage until the damage is repaired by the Contractor and inspected and approved by the Airport Security Division.

All work that requires a Contractor to park its work vehicles, or other self-propelled equipment, within three hundred feet (300') of the BWI Marshall Main Terminal building shall obtain a Construction Vehicle Permit prior to commencement of work. These permits are issued to Contractors named in the Authorized Contractors List. Each vehicle belonging to the Contractor shall obtain a separate permit. Permits are issued based on the length of time for which they are required and expire either daily or monthly. Vehicles are inspected at Gate A and issued the permit for the appropriate length of time. The Contractor shall designate and maintain an individual to remain with the permitted vehicle(s) at all times while within three hundred feet (300') of the BWI Marshall Main Terminal Building.

B.4 Safety Requirements: Airfield Area

1. For all projects within the airfield, the Contractor shall comply with FAA AC 150-5370-2F. In addition, the Contractor shall acquaint its supervisors and employees with the Airport activity and operations that are inherent to BWI Marshall and shall conduct its construction activities to conform to all routine and emergency air traffic requirements and guidelines for safety specified herein.
2. The Contractor shall not allow employees, subcontractors, suppliers, or any other unauthorized person to enter or remain in any Airport area that would be hazardous to persons or to aircraft operations.
3. The Contractor shall be aware of the following types of safety problems and/or hazards:

- a) Trenches, holes, or excavations on or adjacent to any open runway or in safety areas.
- b) Unmarked/unlighted holes or excavation in any apron, open taxiway, open taxi lane, or related safety area.
- c) Mounds or piles of earth, construction materials, temporary structures, or other objects in vicinity of the open runway, taxiways, taxi lanes, or in a related safety, approach, or departure area.
- d) Vehicles, equipment, excavations, stockpiles, or other materials that could degrade or otherwise interfere with electronic signals from radios or NAVAIDs.
- e) Unmarked utility, NAVAID, weather service, runway lighting, or other power or signal cables that could be damaged during construction.
- f) Objects (whether or not marked or flagged) or activities anywhere on or in the vicinity of Airport which could be distracting, confusing, or alarming to pilots during aircraft operations.
- g) Unflagged/unlighted low visibility items (such as tall cranes or drills) anywhere in the vicinity of active runways, or in any approach or departure area.
- h) Misleading or malfunctioning obstruction lights or unlighted/unmarked obstructions in approach to any open runway.
- i) Inadequate approach/departure surfaces (These surfaces are needed to assure adequate landing/takeoff clearance over obstructions or work or storage areas).
- j) Inadequate, confusing, or misleading (to user pilots) marking/lighting of runways, taxiways or taxi lanes (including displaced or relocated threshold).
- k) Water, snow, dirt, debris, or other transient accumulation which temporarily obscures pavement marking or pavement edges, or derogates visibility of runway/taxiway marking or lighting, or of construction and maintenance areas.
- l) Inadequate or improper methods of marking, barricading, and lighting of temporarily closed portions of airport operations area.
- m) Trash or other materials with Foreign Object Debris (FOD) potential, whether on runways, taxiways, aprons, or in a related safety area.

- n) Inadequate barricading or other marking to separate construction or maintenance areas from open aircraft operating areas.
 - o) Failure to control vehicle and human access to, and nonessential non-aeronautical activities in, active aircraft operating areas.
 - p) Failure to maintain radio communication between construction/ maintenance vehicles and Airport Traffic Control Tower (ATCT).
 - q) Construction/maintenance activities or materials which could hamper the response of aircraft rescue and firefighting equipment from reaching all aircraft or any parts of the runway/taxiway system, to runway approach and departure areas, and to aircraft parking locations.
 - r) Bird attractants such as edibles (food scraps, etc.) or other miscellaneous garbage, other trash, or ponded water on the Airport.
4. The Tenant and its Contractor are responsible for safety and health on the project. The Tenant and its Contractor shall conduct activities so as not to violate any safety requirements in applicable federal, State, and local regulations or the standards contained herein. The Primary Contractor shall inspect all construction and storage areas as often as necessary to be aware of conditions, and promptly take all steps necessary to prevent/remedy any unsafe or potentially unsafe conditions or activities discovered.
5. If the MAA representative becomes aware of any conditions that pose a serious or imminent danger to the health or safety of the public or MAA personnel, the MAA representative shall notify the Primary Contractor orally and send a written confirmation, and request immediate corrective action. This notice, when delivered to the Primary Contractor or the Primary Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required immediately.
6. After receiving the notice, the Tenant and its Contractor shall immediately take corrective action. If the Tenant and its Contractor fails or refuses to promptly take corrective action, the MAA may issue an order stopping all or part of the work until satisfactory corrective action has been taken.
7. At no time shall the Tenant and its Contractor be relieved of the responsibility to be aware and immediately correct any unsafe conditions. Before actual commencement of construction activity the Primary Contractor shall, through MAA Operations, give notice, using the NOTAM system, of proposed time and date of commencement of construction as well as the length and duration of the work in such areas. Upon completion of work and return of all such areas

to standard conditions the Primary Contractor shall, through MAA Operations, give notice, using the NOTAM system, of completion of construction.

8. All Contractor's vehicles that are authorized to operate on the Airport outside of the designated construction area limits or haul routes as specified and in the active Airport Operations Area shall display in full view above the vehicle a 3' x 3' or larger, orange and white checkerboard flag, each checkerboard color being square. Any vehicle operating in the active Airport Operations Area during the hours of darkness shall be equipped with a flashing amber (yellow) dome-type light, mounted on top of the vehicle and of such intensity to conform to local codes for maintenance and emergency vehicles.
9. Radio communications are required between the Contractor's representative and the Air Traffic Control Tower. Radio contact is required at all times while the Contractor has personnel and equipment on the work site and while they are in an active Airport Operations Area of BWI Marshall. Radios shall be furnished by the Contractor and shall be capable of transmitting and receiving at a ground frequency of 121.9 MHZ for BWI Marshall. Sufficient radios shall be on the work site and operating at all times so that instructions or communications may be dispatched to all crews and/or equipment working in an active Airport Operations Area within one minute after receipt from the Air Traffic Control Tower.
10. Debris, waste and loose material (including dust and dirt) capable of causing damage to aircraft landing gear or propellers or being ingested in jet engines shall not be allowed on active aircraft movement areas or adjacent grassed areas. Materials observed to be within these areas shall be removed immediately and/or continuously by the Contractor during construction.
11. The Tenant and its Contractor shall furnish, at their own expense, flagmen as necessary to control their traffic in accordance with these specifications unless otherwise directed by the MAA's representative, in which case the direction of the MAA's representative shall be followed.
12. All Contractor's vehicles that are required to cross active runways, ramp areas, taxiways and aprons shall do so under the direct control of a competent flagman who is in direct radio contact with the Air Traffic Control Tower. All aircraft traffic on runways, ramp areas, taxiways and aprons shall have priority over Contractor's traffic. Radios shall be supplied by The Tenant and its Contractor and shall be capable of transmitting and receiving at a frequency of 121.9 MHZ for BWI Marshall.
13. Where project access requires travel on or across runways, ramp areas, taxiways, or aircraft aprons, all personnel shall keep such surfaces clear of debris. At no time shall the Contractor's vehicles or personnel be allowed to

enter or cross active runways or clear zones without proper authorization obtained through ground control.

14. Open flame, welding or torch cutting operations are prohibited unless adequate fire and safety precautions have been taken and the procedure previously permitted by the MAA and the Office of the Fire Marshal.
15. Equipment and stockpiled material shall be constrained in a manner to prevent movement resulting from aircraft jet blast or wind conditions.
16. The Contractor shall provide timber or bucket type construction barricades with flashing yellow lights as shown on the drawings or directed by the MAA to delineate the work areas when these areas are closed to airport traffic. Open trenches, excavations and stockpiled material located in the Airport Operations Area shall be prominently marked with aviation orange flags and lighted by approved light units during hours of restricted visibility and darkness.
17. All materials and equipment when not in use shall be placed in approved areas where they will not constitute a hazard to aircraft operations and not penetrate clearance surfaces defined in Federal Aviation Regulation, Part 77 (14 CFR, Part 77).
18. The Contractor shall adhere to the requirements of FAA Order EA 5210.1, "Safety Requirements on Airports During Construction," current edition and Advisory Circular 150/5370-2C, "Operational Safety on Airports During Construction." Where Part 77, EA 5210.1 and Advisory Circular 150/5370-2C are in conflict, the most restrictive requirement shall be met.
19. Maximum equipment height shall not exceed twenty (20) feet unless prior approval is obtained from the MAA.
20. Debris, waste and loose material (including dust and dirt) capable of causing damage to aircraft landing gear, propellers, or being ingested in jet engines shall not be allowed on active aircraft movement areas or adjacent grassed areas. Materials observed to be within these areas shall be removed immediately and/or continuously by the Contractor during construction.
21. Upon completion of any stage/phase of the work the MAA will arrange a physical inspection with Airport operations personnel prior to opening for aircraft use any runway, taxiway, ramp area or Airport roadway that has been closed for work, on or adjacent thereto, that has been used for a crossing point or haul route by the Contractor.
22. Entrance to the airfield is subject to strict security regulations. All personnel entering the airfield shall obtain and display security identification badges. All

vehicles shall have and display special permits issued by the Maryland Aviation Administration.

23. The Primary Contractor shall be responsible for assuring that all their employees who have unescorted access to the airfield, have background checks, including at a minimum, references and prior employment histories to the extent necessary to verify representations made by the employee relating to employment in the preceding five (5) years.
24. The smoking or carrying of lighted tobacco or other products is strictly prohibited on the airside of the Airport. Failure to comply may result in fines and/or suspension of individual security badges. If the MAA becomes aware of any conditions that pose a serious or imminent danger to the health or safety of the public or MAA personnel, the MAA representative shall notify the Tenant or its Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Tenant or its Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required.

B.5 Existing Utilities

1. The Tenant and its Contractor shall not begin or make any excavation without first notifying the MAA and each and every public service company which may have underground facilities in the area(s) of the proposed work at least seventy-two (72) hours prior to the commencement of such work. In Baltimore and Anne Arundel Counties, the Contractor shall notify the public service companies of work intentions by calling MISS UTILITY at 1-800-257-7777.
2. The Contractor shall notify and receive approval from the MAA in writing seven (7) days in advance of any utility shut down that will affect the normal operations at BWI Marshall. Utility shut downs shall only be allowed at night and during hours determined by the MAA (normally between 11:00 pm to 5:00 am). The Contractor shall provide the MAA with the type of utility and anticipated duration of shut down and specific area(s) that will be affected as a result of this work.
3. The Tenant and his/her Contractor are to protect and maintain service for all the existing water and sewer lines, telephone lines, gas lines, electrical lines, etc. during the progress of the work.
4. The Tenant and his/her Contractor shall be fully responsible for any and all damages to underground and aboveground utilities and facilities resulting from the installation and maintenance.

5. The Tenant and his/her Contractor shall have available on-call sufficient specialty Contractors, such as electrical, plumbing, etc., to repair any damage to existing facilities that might occur as a result of construction operations regardless of when the damage might occur.

Appendix C: Drawing Checklist

Please download from MAA Web site:

<http://www.marylandaviation.com/content/permitsandforms/constructionzoning/construction-permits.html>

